



COUNTY OF NAPA EMPLOYMENT APPLICATION

INSTRUCTIONS

1. Complete all sections of form.
2. Print or typewrite.
3. Additional information may be attached.
4. Return to:
Napa County Personnel Services
1195 Third Street, Room 110
Napa, California 94559-3035
(707) 253-4303
5. 24 - Hour Job Hotline (707) 253-4808

POSITION APPLIED FOR State exact job title		
1. Name - Last First Middle		2. Correctional Officer & Juvenile Hall Counselor Applicants only Male <input type="checkbox"/> Female <input type="checkbox"/>
3. Address - Street City State Zip Code		
4. PHONE Home _____ Other _____ Emergency _____		5. SOCIAL SECURITY NUMBER _____
		6. OFFICE SKILLS Typing Speed _____
7. Do you possess a valid California Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No Expires _____ Driver's License Number _____ Class A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>		8. Can you, after an offer of employment, submit verification of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No
9. Please answer only if the job announcement for the position for which you are applying requires citizenship and/or minimum age. U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No Birthdate _____		
10. Answer the following questions by placing an "x" in the YES or NO column. If you answer "YES" to any questions, give additional information below in No. 11.		YES NO
A. Have you ever been convicted for any offense? Explain below in No. 11.		
B. Were you ever a member of the State or Public Employees Retirement System? If yes, list employer and dates in No. 11.		
C. Were you ever discharged, released during probation, or have you resigned under pressure or unfavorable circumstances from any employment? Explain in No. 11.		
D. Are you now, or have you ever been employed by the County of Napa? Explain in No. 11.		
E. Are you related by blood or marriage to any person presently employed by the County of Napa? If yes, list name, department, and relationship in No. 11.		
11. Use this space or an attachment for details regarding any "YES" answers to 10, A, B, C, D, E, or for other supplementary information.		

12. WILL YOU ACCEPT:	YES	NO	PERSONNEL SERVICES USE ONLY Application Accepted: <input type="checkbox"/> Yes <input type="checkbox"/> No Rejected: Failed application review <input type="checkbox"/> Educ. <input type="checkbox"/> Exp. <input type="checkbox"/> Lic./Cert. <input type="checkbox"/> Insuff. Info. Filed after Deadline <input type="checkbox"/> Failed Test <input type="checkbox"/> Written <input type="checkbox"/> Oral <input type="checkbox"/> Perf. Referral: Employee Request No. _____ Comments: _____ _____
(a) Permanent Part-Time Work (less than 40 hrs. per week)			
(b) Temporary, Extra Help Work (whenever needed)			
(c) Evening/Night Work			
(d) Saturday/Sunday Work			

DATE STAMP

13. CERTIFICATE OF APPLICATION (Read carefully before signing.)

I hereby certify that all statements made in this application are true to the best of my knowledge, and I agree and understand that any misstatement of material facts herein may cause forfeiture on my part of all rights to any employment in the service of the County of Napa.

Signature _____ Date _____

COMPLETE NEXT PAGE

EDUCATION AND EXPERIENCE

Please read the qualification section of the job announcement before completing this side.

14. Education

High School Graduate ☐ Yes ☐ No If no, indicate highest grade completed
 Passed High School Equivalency Test or GED ☐ Yes ☐ No

A	Name & location of college/university/ other schools	Study or major	Semester units	Quarter units	Degree received	Date completed

B Valid certificates of professional or vocational competence, licenses and/ or memberships in professional associations. Include effective and expiration dates

15. In addition to English, I can fluently:

☐ Speak ☐ Read ☐ Write

Language(s)

16. **Experience:** List your most **relevant** experience including military service you feel qualifies you for the job for which you are applying. List any volunteer experience which you believe helps you meet the requirements of the classification for which you are applying, showing actual time (number of hours per week) spent in such experiences with "VOLUNTEER" written in the space following salary. Provide details of the duties relevant to the position for which you are applying. Attach sheets if additional space is needed. **Resumes will not be accepted in lieu of completing this section.**

Period of Employment	Job Title and Most Important Duties Performed	17. May we contact present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
<p>A. From To</p> <p style="text-align: center;">____/____/____ ____/____/____</p> <p>Total _____ Yr(s). _____ Mo(s).</p> <p>Hours per week _____</p> <p>Salary \$ _____ per _____</p>	<p>Job title:</p> <p>Duties:</p>	<p>Name, address, and phone no. of employer:</p> <p>Immediate supervisor:</p> <p>Reason for leaving:</p>
<p>A. From To</p> <p style="text-align: center;">____/____/____ ____/____/____</p> <p>Total _____ Yr(s). _____ Mo(s).</p> <p>Hours per week _____</p> <p>Salary \$ _____ per _____</p>	<p>Job title:</p> <p>Duties:</p>	<p>Name, address, and phone no. of employer:</p> <p>Immediate supervisor:</p> <p>Reason for leaving:</p>
<p>A. From To</p> <p style="text-align: center;">____/____/____ ____/____/____</p> <p>Total _____ Yr(s). _____ Mo(s).</p> <p>Hours per week _____</p> <p>Salary \$ _____ per _____</p>	<p>Job title:</p> <p>Duties:</p>	<p>Name, address, and phone no. of employer:</p> <p>Immediate supervisor:</p> <p>Reason for leaving:</p>
<p>A. From To</p> <p style="text-align: center;">____/____/____ ____/____/____</p> <p>Total _____ Yr(s). _____ Mo(s).</p> <p>Hours per week _____</p> <p>Salary \$ _____ per _____</p>	<p>Job title:</p> <p>Duties:</p>	<p>Name, address, and phone no. of employer:</p> <p>Immediate supervisor:</p> <p>Reason for leaving:</p>
<p>A. From To</p> <p style="text-align: center;">____/____/____ ____/____/____</p> <p>Total _____ Yr(s). _____ Mo(s).</p> <p>Hours per week _____</p> <p>Salary \$ _____ per _____</p>	<p>Job title:</p> <p>Duties:</p>	<p>Name, address, and phone no. of employer:</p> <p>Immediate supervisor:</p> <p>Reason for leaving:</p>

Recruitment Questionnaire

Please indicate how you became aware of this job opportunity.

Word of Mouth

- A ☐ County Employee B ☐ Relative or Friend
C ☐ Other (Specify) _____

Advertisement

- D ☐ Newspaper E ☐ Radio
F ☐ Jobs Available G ☐ Trade or Professional Journal

Bulletin Board

- H ☐ County Personnel I ☐ Other County Depts.
J ☐ Community College K ☐ State Employment (EDD)
L ☐ Other (specify) _____

Community Organization

- M ☐ Specify _____

Other

- N ☐ County Job Hotline O ☐ County Website

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION: We need to ask you your racial or ethnic group and sex in order to evaluate the effectiveness of our recruitment efforts. This information is **VOLUNTARY**, and if you object to filling it out, you need not do so. This tear off sheet will be removed from the application form before your application is reviewed. **Please check the ethnic group you most closely identify with:**

☐ WHITE

☐ HISPANIC

☐ ASIAN/PACIFIC ISLANDER

☐ BLACK

☐ AMERICAN INDIAN/ALASKAN NATIVE

☐ OTHER _____

Please check one: ☐ MALE

☐ FEMALE

ARE YOU DISABLED

☐ YES

☐ NO

Title of the position applying for: _____

Name: _____ Date _____